

Central Intelligence Agency



Washington, D.C. 20505

 OCA FILE OCA  
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 17 JUN 1987  
 OCA 87-2536

## MEMORANDUM FOR:

[Redacted]

[Redacted]

NSA

DIA

Margo Carlisle, Doug Graham, and Opal Andrews, DoD  
 Robert J. Winchester, DoD  
 Walter Clarke, John Wiant, and Kathleen Bailey, State  
 J. Kevin O'Brien, FBI

[Redacted]

ICS

## SUBJECT:

Off-Site Conference 9-10 July 1987

The Office of Congressional Affairs is holding its annual off-site conference [Redacted] on 8-10 July 1987. As you know from previous discussions, we plan to devote the afternoon of 9 July and the morning of 10 July to coverage of subjects of interest to the Intelligence Community. You are cordially invited to attend.

We will provide lodging [Redacted] for the night of 9 July and round trip transportation [Redacted]

[Redacted] A copy of the proposed agenda is attached.

Please respond to our Administrative Officer, [Redacted] at [Redacted]

/s/ David D. Gries

David D. Gries  
 Director of Congressional Affairs

Attachment: As Stated

## Distribution:

Original - Addressees

1 - D/OCA

1 - Lt. Col. Greg Gilles (DoD)

1 - [Redacted]

1 - Registry Chrono

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OCA:DGries:gv (16 June 1987)

Correct as of 17 June (1130)

OCA Annual Retreat

STAT

Wednesday, 8 July

7:30 a.m. Bus leaves main entrance Hqs. building  
8:00 a.m. Wheels up  
9:00 a.m. Arrive

OCA

10:00 a.m. Recap of year - milestones and report card  
10:45 a.m. Update on security considerations: documents, hearings, clearances, Capitol police, etc.  
11:15 a.m. Adequacy of office procedures, flow of paper; formats; use of WANG; records retrieval  
12:00 p.m. LUNCH  
1:00 p.m. Sources and methods: clarification; preparation of guidelines; is field guidance adequate  
1:30 p.m. Correcting the written and oral record: how do we monitor accuracy; how do we correct errors  
1:30 p.m. Congressional staff arrive

Congressional Staff

2:00 p.m. CIA "roast" - what does CIA do right, what does it do wrong; focus on OCA's efforts  
3:30 p.m. Working with Congress beyond the Big Four: what other Committees, players to contact; what works  
4:00 p.m. Defensive driving training and demonstration for Congressional staff  
6:30 p.m. Rehabilitation hour  
7:00 p.m. DINNER  
8:00 p.m. Congressional "roast" - problems in the relationship, solutions; what we find difficult about the Hill

Thursday, 9 July

7:30 a.m. BREAKFAST

8:30 a.m. Oversight of covert action: can the level of controversy be reduced

9:00 a.m. Leaks legislation - what kind of bill is possible; strategies; timing

10:00 a.m. Firing demonstration and briefing on foreign weapons for Congressional staff

11:00 a.m. Intelligence Community representatives arrive  
11:30 a.m. Congressional staff departs

Intelligence Community Representatives

12:00 p.m. LUNCH

1:00 p.m. Updates and key issues for each agency; educating the other organizations; coordination

2:00 p.m. IC Staff, Intelligence Community, Congress connection: is it working; can we do better

2:45 p.m. Managing multiple agency hearings - inter Agency coordination; committee contact; preparing testimony

3:30 p.m. Intelligence Authorization Act: can we put it together faster; OMB role

4:15 p.m. Tour of training facility

6:30 p.m. Rehabilitation hour

7:00 p.m. DINNER

8:00 p.m. Obligations of oversight - what is reported to the committees; how; when; correcting the record

Friday, 10 July

7:30 a.m. BREAKFAST

8:30 a.m. Housekeeping matters: rotational assignments, congressional fellows program, training ideas, CODEL and STAFFDEL handling, visiting facilities

9:30 a.m. Identification of goals for next year

11:00 a.m. OCA staff and Intelligence Community staff depart